

## **SUBJECT: MUSEUM COLLECTIONS USE POLICY**

### **PURPOSE:**

This General Order states ATSU policy regarding the use of the collections of the Museum of Osteopathic Medicine.

### **POLICY:**

- A. The Museum and the University encourage the use of the Museum research collections to further knowledge about the osteopathic profession, its history, and related topics. Restrictions on use may occasionally be imposed in order to ensure the safety and condition of the collections.
- B. “Research collections” refers to materials given or transferred to the Museum for exhibition, research, education, and other uses consistent with the Museum’s mission. “Institutional records” refers to records of ATSU offices and departments deposited in the Museum for safekeeping but not open for general use.
- C. The term “user” is understood to include researchers, ATSU students and personnel, and others who may have reason to use the Museum collections. Permission to use Museum collections is not to be construed as endorsement of the user's point of view or manner of presentation.
- D. The terms “material,” "artifact," and "object" are understood to include three-dimensional artifacts, photographs, documents, audiovisual and electronic materials, and other formats.
- E. “Museum” is understood to include the International Center for Osteopathic History (ICOH).
- F. This policy supercedes all previous Museum policies governing use of the collections.
- G. The Museum adheres to the Code of Ethics set out by the American Association of Museums (1991) regarding all uses of the Museum collections.
- H. General Conditions
  - 1. Use of institutional records is limited to authorized personnel from the originating department and the President’s Office, and to Museum staff retrieving materials on request from one of the above. A Museum staff member must retrieve requested materials; other KCOM employees do not have access to Museum storage areas. Specific policies governing security and access to the Museum are contained in General Order xx.
  - 2. Institutional records may be removed from the Museum if necessary, but must be signed out.
  - 3. Physical access to the Museum collections is limited to museum staff and volunteers and researchers working under staff supervision. In addition, some artifacts classified as Level III may be handled in the context of a tour or other educational activity.

4. In requesting access to research collections, users agree to abide by the Museum's established procedures for security and safe handling of artifacts and research materials. Users may be required to register and show identification.
5. A member of the collections staff must be present to assist researchers with collections materials. Other Museum staff may provide basic reference assistance but may not authorize research use of the collections.
6. Research collections may only be used in the Museum unless loan arrangements have been made (see Loan Policy, Gen. Order xx).
7. Permission to examine materials or objects does not include permission to publish them. Permission to publish must be requested separately in writing.

#### I. Reproduction of Museum Materials

1. Requests for photocopies or photographic reproductions will not be accepted if, in the judgment of the Museum staff, doing so would violate copyright laws, donor agreements, museum ethics, or similar restrictions or would pose a hazard to the original.
2. Users themselves may not photograph, duplicate, or otherwise reproduce an image of any object without express permission from the Museum.
3. Reproduced material may not be exhibited, duplicated, sold, or placed in another institution without the written permission of the Museum. Permission must be requested in advance for uses of the copy which vary significantly from the appearance of the original (for example, cropping or use of a detail only, touching up, "colorizing").
4. Original materials may not leave the Museum for duplication unless escorted by a Museum staff member or volunteer working under staff supervision.

#### RESPONSIBILITY

- A. Museum staff will be responsible for formulating specific procedures for use of the collections and for orienting users to these procedures.
- B. Museum staff will be responsible for monitoring collections use to ensure the safety and security of the materials.
- C. Users will be responsible for the accuracy of their interpretation of and statements about objects and materials in the Museum collections.
- D. Users wishing to publish or reproduce materials or objects from the Museum collections will be responsible for securing permission from the Museum as well as from copyright owners, patent holders, and holders of other legal rights.
- E. Departments with records deposited in the Museum will be responsible for providing the Museum with a list of persons authorized to request materials from those records.

- F. Persons needing access to institutional records will be responsible for making arrangements with the Museum to retrieve those materials. Advance notice will enable the Museum to coordinate the retrieval with other staff activities.